



AMENDED

Arnold Schwarzenegger, Governor
Sunne Wright McPeak, Secretary, Business, Transportation & Housing Agency
Jeff Davi, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE

Equal Opportunity Employer

Senior Deputy Commissioner, DRE

Los Angeles

Permanent — Full-time

The Department of Real Estate has (3) openings in its Los Angeles Subdivisions Section for Senior Deputy Commissioners. These positions are permanent, full-time. The Department is located at 320 W. 4th Street, Suite 350, in downtown Los Angeles. **NOTE: Filling of this position is subject to the signing of the Governor's Budget on July 1, 2006.**

Duties of the position may include either (Subdivisions):

- Update Master Management Documents. Process applications for consent under B & P Code as well as notices of intentions and other complex subdivision offerings.
- Process revisions to Subdivision forms as needed.
- Handle sensitive in-state filings at the direction of the Assistant Commissioner, Subdivisions or Manager III.
- Statewide problem solving when a Subdivision Manager has a conflict or question with policy.
- Act as Ombudsman for the Subdivision Program.
- Responsible for planning and coordinating special projects assigned by the Assistant Commissioner of Subdivisions.
- Attend and participate in task force meetings, seminars and industry meetings.
- Perform other duties as required.

Or (Budget Review):

- Review and analyze and in some cases physically inspect, common interest subdivisions and Enforcement cases involving Subdivision violations to ensure compliance.
- Analyze complex alternative assessment schemes relating to master associations with mix-uses and their sub-associations.
- Review and critique complex agreements relating to shared use, maintenance, management and subsidization.
- Analyze association financial documents, reserve studies and auditor's reports.
- Analyze converted projects, affordable housing projects, undivided interest projects, stock coop projects, assisted care and high rise projects.
- Analyze track maps, condominium plans, plot plans, CC&R's and By Laws to ensure they coincide with appropriate rules and regulations.
- Meet or by telephone confer independently with developers, budget preparers, attorneys, licensees and other interested parties regarding particular law, regulations and policies relating to their individual projects.

Necessary/Desirable qualifications:

- Ability to gather, analyze, interpret data, apply appropriate laws and regulations and make sound decisions.
- Ability to cultivate effective working relationships with others.
- Ability to communicate effectively with others at all levels in and out of the organization.
- Ability to write comprehensive reports which detail deficiencies and clearly affirms expectations.
- Ability to organize and manage workload.
- Strong fiscal, budgeting and/or accounting background is helpful but not required.
- Knowledge of California Real Estate Law and the Subdivided Lands Act is helpful but not required.
- Computer literate, preferably with experience in Microsoft Word and Excel.
- Dependability and reliability and have excellent attendance.

SALARY: \$4350 – \$5249

Who may apply: Current State employees at the Senior Deputy Commissioner level, those individuals transferable to the class, and individuals with Senior Deputy Commissioner list eligibility. **Priority consideration will be given to SROA/Surplus employees. Please indicate SROA/Surplus on your application and include a copy of your notice.**

Submit Applications to:

Michele Walton, Personnel Services
Department of Real Estate
2201 Broadway, P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0796 or CALNET 498-0796

For information on the position contact:

Bob Gilmore – Managing Deputy Commissioner IV
Los Angeles District Office - Subdivisions
(213) 576-6927 or CALNET 8-649-6927

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

FINAL FILING DATE: OPEN UNTIL FILLED

Applications may be obtained from the State Personnel Board website at <http://www.spb.ca.gov>.

Applicants will be screened based on the Necessary/Desirable Qualifications shown above and only those most qualified will be contacted for an interview.